

Facilities & A/V Director

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| Title: Facilities & A/V Director | FLSA Status: Exempt (Salary) | Ministry Hours: Minimum 40 |
| Reports to: Executive Pastor → Worship Pastor | Department: Support Staff | Employment Status: Full-Time |
| Supervisory Responsibilities: Yes Level: S2 | Location: Rich Fork Baptist Church, Thomasville, NC | Date Created/Last Evaluated: 7/9/24 |
| <p>Objective</p> <p>The Facilities & A/V Director is responsible for daily operations of RFBC facilities including but not limited to maintenance and repair, budget preparation, insurance and code requirements, service vendors, parking, project leadership, and cost management. They will also oversee the use, maintenance, and purchase of sound, video, and lighting equipment and have it properly prepared for worship and special events when AV will be needed; and manage volunteers for all aspects of A/V production.</p> | | |
| <p>Qualification Requirements</p> <p>To perform this job successfully, the Facilities & A/V Director must effectively manage the implementation and maintenance of building systems, ensuring that RFBC facilities are safe, functional, and maintained. They must also understand audio and video technologies and their implementation for worship events. Attention to detail and organization are necessary.</p> <p>The Facilities & A/V Director is expected to work evenings and weekends.</p> | | |
| <p>Minimum Qualifications</p> <ul style="list-style-type: none"> ● Follower of Jesus Christ ● High School Diploma or General Education Degree (GED), or the equivalent combination of education and experience ● Understanding of construction and building systems and emergency preparedness ● 3 years experience with professional AV equipment (Digital Soundboard, DSLR, Pro Presenter, multi-camera live recording, etc.) ● Ability to utilize software and programs in preparation for services (ProPresenter, Planning Center Online (PCO), and Adobe Premiere Pro) ● Demonstrate professionalism, strong work ethic, and personal accountability ● Excellent organizational and time management skills ● Self-starter comfortable with multi-tasking and prioritizing tasks without guidance while maintaining composure and flexibility ● Proficient in basic computer skills | | |
| <p>Preferred Qualifications</p> <ul style="list-style-type: none"> ● College degree in Construction or Systems Management, or equivalent industry certifications ● 3 years of construction management experience ● 5+ years managing facilities with square footage over 10,000 Sq. Ft. ● Leadership and supervisory experience ● Mechanical expertise of building systems including environmental, kitchen, grounds, HVAC, security, fire, etc. ● Building Code and insurance liability expertise ● Experience in troubleshooting and repairing small building items ● Experience in troubleshooting and repairing A/V and musical equipment | | |
| <p>Core Competencies:</p> <ul style="list-style-type: none"> ● Spiritual maturity ● Servant leadership ● Trustworthy and full of integrity ● Environmental stewardship and sustainability ● Project and operations management ● Audio & Video filming and editing ● Attention to detail ● Problem solving ● Team-focused collaborator ● Proactive decision maker | | |

Essential Functions

Facilities

- Oversee room setup for weekly programs
- Hire and direct contracted service providers associated with facility maintenance and operations (hvac, plumbing, electrical, internet, security, cleaning, etc), to ensure the surrounding environment is in suitable working condition
- Maintain building compliance with appropriate Codes and Ordinances (Building, Fire Marshall, etc.)
- Oversee building use and building use requests, including maintaining schedule/bookings
- Maintain cleanliness and building functionality by scheduling major repairs
- Perform necessary minor repairs to building and grounds
- Prepare budget requests and plan purchases for necessary building needs

Audio & Video

- Oversight of all sound, video, and lighting needs of the church
- Prepare for and implement future needs of sound, video, and lighting
- Prepare song lyrics and sermon notes for all Sunday services (in coordination with the Senior and Worship Pastors)
- Directly manage all aspects of AV recording, editing, and duplication of Sunday services - including upload the Sunday sermon weekly to the church website
- Coordinate necessary sound, video, lighting preparations, and adjustments needed for various church events (camps, VBS, special services and functions, etc.) and non-church-wide functions when requested (weddings, special events, training, and meetings etc.)
- Recruit and train AV volunteers
- Schedule AV volunteers
- Oversee stage production and design elements (bi-monthly/major event design, set-up, and tear-down)
- Prepare budget requests and plan for purchases necessary for AV needs
- Utilize Planning Center Online and Ministry Software for planning and scheduling services, volunteers, facility bookings, etc.

Staff Church Relationships

- Attend weekly staff meetings
- Participate in special projects or committees
- Maintain up to date emails and calendar
- Promote, support, and abide by Rich Fork Personnel Handbook

Spiritual Development

- Must be a committed, practicing, born-again Christian
- Has a heart for God-centered worship
- Exhibits the fruit of the Spirit (Galatians 5)
- Demonstrates Godly character personally and professionally
- Exhibits servant leadership

Physical Demands and Cognitive Requirements

The Physical Requirements: Vision, hearing, speech, dexterity, and visual concentration are necessary. This position requires the ability to stand, walk, sit, and use hands and fingers; the ability to work (on campus) the hours and days required to complete the essential functions of the position, as scheduled; and the ability to lift 40 lbs. A valid driver's license is required.

Cognitive Requirements: Learning, thinking, concentration, composure, and the ability to work in a multiple-relationship environment are necessary. This position requires the ability to work as a member of a team and interact effectively with co-workers and church members; and exercise self-control and diplomacy in member and employee relations situations. The ability to exercise discretion as well as appropriate judgment are necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Conditions

This position is primarily worked inside a climate-controlled office and worship facilities. Limited travel is expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.